

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

**February 14, 2017 – 5:30 P.M.
Student Union – Room 209**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of the Agenda**
- V. Consent Agenda**
 - A. Minutes from January 10, 2017
 - B. Claims for Disbursement for January 2017
 - C. Revised Job Description of Coordinator of the Teaching & Learning Center
 - D. Revised Instructor Job Description
 - E. Course Inventory Revisions/Additions
 - F. Personnel
- VI. Reports**
 - A. Audit Report FY 2015-2016
 - B. Faculty Senate – Rita Drybread
 - C. Technology – Kerry Ranabargar
 - D. Treasurer – Sandi Solander
 - E. President – Dr. Brian Inbody
- VII. Old Business**
- VIII. New Business**
 - A. Resolution 2017-5: Approval of Audit FY 2015-2016
 - B. Resolution 2017-6: Tuition and Fee Increase
 - C. Resolution 2017-7: Bids for Fleet Vehicles
 - D. First Reading: Revised Expense Allowances Policy
 - E. First Reading: Revised FMLA Policy
 - F. Executive Session: Security
 - G. Executive Session: Employer/Employee Negotiations
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

**February 14, 2017 – 5:30 P.M.
Student Union – Room 209**

I. CALL TO ORDER

David Peter called the meeting to order at approximately 5:30 p.m. in Room 209 of the Student Union.

II. ROLL CALL

The following members were present: Kevin Berthot, Charles Boaz, Lori Kiblinger, David Peter, Dennis Peters and Jenny Westerman.

Also in attendance were Kerrie Coomes, Rita Drybread, Denise Gilmore, Dr. Brian Inbody, Phil Jarred, Kent Pringle, Kerry Ranabargar, Sarah Robb, Mike Saddler, Ben Smith, Sandi Solander and The Chanute Tribune.

III. PUBLIC COMMENT

There were no speakers.

IV. APPROVAL OF THE AGENDA

On motion by Dennis Peters and second by Charles Boaz the agenda was approved as presented.

V. CONSENT AGENDA

On motion by Charles Boaz and second by Dennis Peters the following items were approved by consent:

A. Minutes from January 10, 2017

B. Claims for Disbursement for January 2017

C. Revised Job Description of Coordinator of the Teaching & Learning Center

The position of Coordinator of the Teaching & Learning Center in Ottawa has changed over the years. This position now supervises both full-time and part-time employees, as well as serves as the second in charge at Ottawa in the absence of the Dean as stated in the EAP. It was the president's recommendation that the position be changed to Academic Administrator and that the Board approve the revised job description that follows.

COORDINATOR OF THE TEACHING & LEARNING CENTER (TLC) – OTTAWA

Reports to: Dean for the Ottawa and Online Campuses
Classification: Full-time, 12-month Employee
Pay Status: Academic Administrator, Exempt
Starting Salary Range: \$30,000 - \$33,000
Fringe Benefits per Board Policy
Revised: February 2017

This position provides leadership for the Teaching & Learning Center and coordinates student support services offered to help students be successful in academic endeavors and reach their educational goals. In addition, this position works closely with the Director of Academic Advising and Testing, Developmental Lab Coordinator, Director of Adult Basic Education, and the Coordinator of Library Services.

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Primary duties

1. Oversee all day, evening, and weekend programs, functions and activities of the TLC including but not limited to testing, as well as tutoring for all subject areas.
2. Supervise all TLC staff positions (full-time, part-time, and student employees); including scheduling, holding TLC staff meetings, etc.
3. Oversee placement, proctored, and certification testing, for students at the Ottawa Campus.
4. Coordinate with TLC assistant to provide campus events (speakers, celebrations, workshops, etc.) throughout academic year; collaborate with student clubs and organizations to provide opportunities for student engagement.
5. Responsible for academic advising for students enrolled at NCCC-Ottawa, including assigning advisors, and providing training for advisors. Serve as an advisor for students, especially those identified to be at-risk due to placement/developmental education or other assessment of need/ability with emphasis for students identified to be at-risk due to placement/developmental education or other assessment of need/ability.
6. Coordinate the semester developmental education class schedule in a way that will enhance the delivery of developmental education and ensure that program performance is being met and students are successful. Hire and supervise adjunct instructors for developmental education sections.
7. Develop and implement all developmental education programs specific to the needs of a diverse Ottawa campus student population, including but not limited to, mandatory tutoring.
8. Provide library services to students, instructors, staff, and other patrons of the Learning Center as needed, providing guidance in using the learning materials in the general collection, automated catalog and electronic databases.
9. Process instructor requests for materials from Southeast Kansas Academic Librarians Council and Coordinate the delivery of services for Interlibrary Loans for the Ottawa campus to students, faculty and staff.
10. Coordinate with the Dean for the Ottawa and Online Campuses and the Director of Financial Aid to oversee the service scholarship program for the Ottawa Campus, including promoting awareness of the program and providing the student employee orientation.
11. Perform other duties as assigned by the Dean for the Ottawa and Online Campuses.

Required Knowledge, Skills and Abilities

1. Must possess a service mentality toward students, parents, faculty and other staff members.
2. Willingness to lead and work as a member of a variety of teams.
3. Detail oriented, with strong organizational skills and the ability to manage a number of tasks simultaneously.
4. Demonstrated ability to work with confidential information in a professional manner.
5. Demonstrated ability to learn and disseminate detailed information using a high level of interpersonal skills.
6. Ability to exercise sound judgment.
7. Ability to work effectively with diverse populations and establish rapport with students and staff.

Education and Experience

1. Bachelor's degree required, Masters preferred; either to be in discipline related to position.
2. Experience working within a higher education environment, community college experience preferred
3. 1-3 years of experience working with student services, developmental students, and/or in library operations preferred.

Working Conditions

1. Normal office working environment.
2. Ability to sit for long periods while operating a personal computer is required.
3. Some travel during normal working hours may be required.
4. Time commitment in excess of a forty hour week will sometimes be required

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

D. Revised Instructor Job Description

In reviewing the Instructor job description it was noted that it hadn't been updated for over 15 years. It made reference to old positions and no reference to outcomes assessment requirements, the learning management system, or the new HLC instructor qualifications. It was the president's recommendation that the Instructor job description be revised as set out below.

INSTRUCTOR

Reports to: Division Chair/Dean/Director
Organizational Unit: Faculty
Salary Range: \$32,360 - \$58,212 (See Negotiated Agreement)
Average Starting Salary: [\\$38,211 \(2012-2017\)](#)
Revision Date: 2/14/2017

This position reports to the appropriate academic supervisor and is responsible for providing effective classroom instruction. Duties include, but are not limited to:

Essential Functions

- [1. Providing premiere quality service to all constituencies of the College;](#)
- [2. Engaging in continuous quality improvement and professional development;](#)

Duties and Responsibilities

- 30 credit hours of teaching (or the equivalent as determined by the Administration) per academic year;
- Along with fellow instructors in the discipline create, improve, and manage course content and curriculum including, but not limited to, syllabi and course textbooks;
- Fully utilize NCCC's Student Learning Outcome Assessment System at the course, program, and general education level and at the co-curricular level where appropriate;
- Offer input to supervisor regarding class schedule;
- Participate in all in-service educational programs designed for professional growth;
- Attend all meetings called for faculty by the [supervisor, Dean, Chief Academic Officer, and the President; Administration;](#)
- Fully participate in [up to](#) two college committees [or other duties as assigned by the Chief Academic Officer;](#)
- Fully ~~participate in~~[utilize](#) the college learning management system including regular grade updates, attendance records, and electronic course materials, and on-time grade submission;
- Fully participate in the departmental budgeting, purchasing, and inventorying process;
- Fulfill the instructor professional development requirements found in the ~~negotiated~~[Negotiated agreement](#)[Agreement;](#)
- Attend commencement exercises;
- Participate actively in the student-advising program;
- Post and hold a minimum of ten office hours for student consultation;
- Spend a minimum of 35 hours per week ~~on campus~~[at an assigned site](#) not including the lunch hour;
- Perform other duties as assigned by the supervisor with the approval of the Chief Academic Officer.

Required Knowledge, Skills and Abilities

- [1. Excellent interpersonal skills.](#)
- [2. Ability to work effectively with diverse populations.](#)
- [3. Organizing and coordinating skills.](#)
- [4. Ability to communicate effectively, both orally and in writing.](#)
- [5. Excellent computer skills.](#)
- [6. Ability to develop and deliver presentations.](#)
- [7. Ability to gather data, compile information and prepare reports.](#)
- [8. Ability to plan and evaluate programs.](#)
- [9. Ability to appropriately exercise independent initiative and judgment.](#)

10. Willingness and ability to work as a member of a team.

Education and Experience

- Meets Higher Learning Commission Instructor Qualification requirements.
- 3-5 years' experience in community college instruction and/or discipline-specific work history preferred.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Typically no or very limited physical effort required, however, in some disciplines physical effort is required.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

E. Course Inventory Revisions/Additions

Before each semester begins, the Kansas Board of Regents asks coordinated institutions to submit a list of courses that the college is capable of teaching in that semester, but is not compelled to offer. This list of courses is referred to as the course inventory. Each change to the inventory must be approved by the academic department where it originated, the curriculum committee, the Chief Academic Officer, the President of the College and finally, the College Board of Trustees, as per NCCC policy.

Course Inventory Changes February 2017 Board Meeting

Course Prefix Change

FCS 203 Nutrition, 3 cr hrs, to BIOL 203, 3 cr hrs

FCS 230 Personal and Family Finance, 3 cr hrs, to BUSI 130, 3 cr hrs

New Course

NURS 201 Introduction to Professional Nursing, 5 cr hrs

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: NURS 201

Course Title: Introduction to Professional Nursing

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): 5 (4.7 Classroom/Virtual Classroom
0.3 Simulation Laboratory)

Effective Date: Summer 2017

Assessment Goal Per Outcome:

1-4: 80%

COURSE DESCRIPTION

Introduction to Professional Nursing is a transition hybrid summer course required of all LPN's seeking advanced placement in the Associate Degree Nursing Program at Neosho County Community College. Students enrolled in this course are introduced to the philosophy, outcomes, and organizational framework of associate degree nursing at Neosho County Community College, the Student Nurse Handbook, and program policies. Emphasis includes the introduction to conceptual learning through patient-centered care and professional nursing concepts and the use of Tanner's Clinical Judgment Model. The practicum component will consist of simulation/laboratory experiences structured to reinforce concepts as presented in the course.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

Currently holds a practical/vocational license or is eligible to write the PN licensure examination. Admission criteria as defined by admission policies.

TEXTS

The official list of textbooks and materials for this course is found on Inside NC.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

COURSE OUTCOMES/COMPETENCIES (as required)

At the completion of the course the student will:

1. Conduct comprehensive and focused assessments of wellness and illness parameters in patients, taking into consideration developmental level and diversity.

2. Display professional qualities, including clinical judgment, to improve collaboration, enhance safety procedures, and promote health practice.
3. Discriminate between therapeutic and non-therapeutic communication.
4. Plan patient-centered care with sensitivity and respect for the diversity of the individual.]

MINIMUM COURSE CONTENT

The following topics must be included in this course. Additional topics may also be included.

Unit I. Professional Nursing Concepts

Unit II. Nursing Assessment

Unit III. Patient-Centered Care]

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Mary Grimes School of Nursing has policies (Criteria for Determination of Course Grade, ATI Testing Policy, Student Testing Policy) regarding student requirements, evaluation and assessment of gain in the Student Nurse Handbook located at <http://www.neosho.edu/Departments/Nursing/Handbook.aspx>.

ASSESSMENT OF STUDENT GAIN

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

Attendance Policy

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

4. Mary Grimes School of Nursing has additional policies regarding attendance (Absence and Tardy Policy, Make-up Policy) in the Student Nurse Handbook located at <http://www.neosho.edu/Departments/Nursing/Handbook.aspx>.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE:

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

COURSE NOTES

See course supplement.]

F. Personnel

1. Resignation of Upward Bound Academic Coordinator

It was the president's recommendation that the Board approve the resignation of Jared Wheeler as Upward Bound Academic Coordinator pending his appointment to the position of Upward Bound Director.

2. Resignation of English Instructor

It was the president's recommendation that the Board approve the resignation of Ethan Smilie, English Instructor, at the end of his 2016-2017 contract.

3. Upward Bound Director

It was the president's recommendation that the Board approve the employment of Jared Wheeler as Upward Bound Director. Mr. Wheeler has a Bachelor of Biblical Literature degree from Ozark Christian College, Joplin, Missouri, and is pursuing a Masters in Divinity from George Fox Evangelical Seminary in Portland, Oregon.

Mr. Wheeler has served as NCCC's Upward Bound Academic Counselor since November of 2015.

Mr. Wheeler will be paid an annual salary of \$35,000.00 (Administration) beginning February 20, 2017.

4. Part-time Bookstore Assistant – Ottawa

It was the president's recommendation that the Board approve the employment of Ruthanne Wark as part-time Bookstore Assistant on the Ottawa campus. Ms. Wark has an Associate of Applied Science degree in Accounting from NCCC and is working on a Bachelor of Arts degree at Ottawa University.

Her previous work experience includes working as a sales representative at J.C. Penney Portrait Studio, assistant teacher at Apple Garden Child Care, independent jewelry consultant, and working in the accounting department at Microtech Computers.

Ms. Wark will be paid \$10.25 an hour (Level 2) beginning February 15, 2017.

5. Administrative Assistant to the Vice President for Student Learning

It was the president's recommendation that the Board approve the employment of Sara Finton as Administrative Assistant to the Vice President for Student Learning. Ms. Finton has an Associate of Applied Science degree and Bachelor of Arts degree in Organizational Management from Oklahoma Wesleyan University and an Associate of Arts degree from Tri County Technology Center, Bartlesville, OK.

Her previous work experience includes Student Services Administrative Assistant at Tri County Technology Center and Account Executive for KGGF Radio in Coffeyville, KS.

Ms. Finton will be paid \$12.00 an hour (Level 4) beginning February 27, 2017.

6. Admissions Specialist – Ottawa

It was the president's recommendation that the Board approve the employment of Jennifer "Jenna" McDaniels as Admissions Specialist on the Ottawa campus. Ms. McDaniels completed the cosmetology program at Independence Community College and has a Level I Certificate in Business Management and Associate of General Studies degree from NCCC.

Her previous work experience includes JV Girls Tennis Coach at Ottawa High School, Para-educator for USD 290, and self-employed Cosmetologist.

Ms. McDaniels will be paid an annual salary of \$22,256 (Management Support) beginning February 20, 2017.

7. Request for Early Retirement

In accordance with Board Policy, Wayne Petterson requested early retirement under the Early Retirement Incentive policy. His last day will be May 17, 2017. He will be eligible for 21% of his last annual contract salary for 2016-2017 and payable per the Early Retirement Incentive policy. The Board approved his request that the payments begin in July, 2017. He expressed his intent to continue on the college's health insurance plan until further notice or until he reaches age 65.

Mr. Petterson began working for the college in August of 2005 as Head Wrestling Coach. Mr. Petterson will retire with 12 years of service at NCCC.

It was the president's recommendation that the Board approve Mr. Petterson's request for early retirement.

8. Request for Early Retirement

In accordance with Board Policy, Denise Gilmore requested early retirement under the Early Retirement Incentive policy. Her last day will be September 30, 2017. She will be eligible for 18% of her last annual contract salary for 2017-2018 and payable per the Early Retirement Incentive policy. For the purpose of this retirement the Board approved the benefit year to begin July 1, 2018, with payments to begin in January 2018. She expressed her intent to continue on the college's health insurance plan until further notice or until she reaches age 65.

Ms. Gilmore began working for the college June 14, 1993, as the Nursing Secretary. In July 2006 she was appointed to the position of Administrative Assistant to the Vice President for Student Learning and in February 2012 moved to the position of Administrative Assistant to the President/Board Clerk. Ms. Gilmore will retire with 24 years of service at NCCC.

It was the president's recommendation that the Board approve Ms. Gilmore's request for early retirement.

9. Request for Early Retirement

In accordance with Board Policy, Beverly Roush requested early retirement under the Early Retirement Incentive policy. Her last day will be June 30, 2017. She will be eligible for 21% of her last annual contract salary for 2016-2017 and payable per the Early Retirement Incentive policy. Board approved her request that the payments begin in July 2017. She does not wish to continue on the college's health insurance plan.

Ms. Roush began working for the college in August of 1988 as a Nursing Instructor. In August of 2008 she was appointed to the position of Assistant Director of Nursing. Ms. Roush will retire with 29 years of service at NCCC.

It was the president's recommendation that the Board approve Ms. Roush's request for early retirement.

VI. REPORTS

- A. Audit Report FY 2015-2016 – Phil Jarred reviewed the 2015-2016 annual audit.
- B. Faculty Senate – Rita Drybread reported on what faculty were doing.
- C. Technology – Kerry Ranabargar reported on what was happening with technology on campus.
- D. Treasurer – Sandi Solander gave a treasurer's report. Revenue for the month of January was \$4,627,655.70 and disbursements were \$1,614,263.43. See attachments.
- E. President – Dr. Brian Inbody gave his president's report. See attachment.

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Approval of Audit FY 2015-2016

It is the policy of the Board of Trustees to require that all college accounts be audited at any time the Board of Trustees so desires, but in any event to be audited annually. This shall include the accounts of the Board of Trustees and college agency or auxiliary accounts. The College's auditors completed the annual audit for fiscal year 2015-2016. The results of the audit were presented earlier. It was the president's recommendation that the Board approve the audit report as presented.

Resolution 2017-5

RESOLVED, that the Board of Trustees of Neosho County Community College approves the audit report for fiscal year ending June 30, 2016.

Upon motion by Charles Boaz and second by Dennis Peters the above resolution was approved unanimously.

B. Tuition and Fee Increase

Each year the Board of Trustees set all tuition and fees for the coming academic year. It was the president's recommendation that the Board approve the following 2017-2018 tuition and fee schedule that includes the following changes:

1. A \$3.00 per credit hour increase in tuition
2. A \$2.00 per credit hour increase in the out district fee
3. A \$50.00 increase per semester to campus housing charges for food

**Neosho County Community College
Proposed Tuition and Fee Schedule
2017-2018**

Proposed 2/14/17

\$3 increase in Tuition

\$2 increase in Out District Fee

\$50 increase in Housing Cost/Semester

	Cr Hr	Cr Hr	
<u>Neosho County Resident On Campus</u>			
Tuition		\$70	(currently \$67/cr hr)
Fees			
Incidental	\$19		
Student Union	\$5		
Technology	\$7		
Total Fees		\$31	
Total Tuition & Fees		\$101	
<u>Neosho County Resident Off Campus</u>			
Tuition		\$70	(currently \$67/cr hr)
Fees			
Incidental	\$19		
Student Union	\$0		
Technology	\$7		
Total Fees		\$26	
Total Tuition & Fees		\$96	
<u>Neosho County Resident On Line</u>			
Tuition		\$70	(currently \$67/cr hr)
Fees			
On Line	\$30		
Incidental	\$19		
Student Union	\$0		
Technology	\$7		
Total Fees		\$56	
Total Tuition & Fees		\$126	
<u>Kansas Resident Outside Neosho County (Chanute) On Campus</u>			
Tuition		\$70	(currently \$67/cr hr)
Fees			
Incidental	\$19		
Student Union	\$5		
Technology	\$7		
Out District	\$14		(currently \$12/cr hr)
Total Fees		\$45	
Total Tuition & Fees		\$115	

	Cr Hr	Cr Hr	
<u>Kansas Resident Outside Neosho County</u>			
<u>(Chanute) Off Campus</u>			
Tuition		\$70	(currently \$67/cr hr)
Fees			
Incidental	\$19		
Student Union	\$0		
Technology	\$7		
Out District	\$14		(currently \$12/cr hr)
Total Fees		\$40	
Total Tuition & Fees		\$110	
<u>Kansas Resident Outside Neosho County On</u>			
<u>Line</u>			
Tuition		\$70	(currently \$67/cr hr)
Fees			
On Line	\$30		
Incidental	\$19		
Student Union	\$0		
Technology	\$7		
Out District	\$14		(currently \$12/cr hr)
Total Fees		\$70	
Total Tuition & Fees		\$140	
<u>Kansas Resident Outside Neosho County</u>			
<u>(Ottawa) On Campus</u>			
Tuition		\$70	(currently \$67/cr hr)
Fees			
Incidental	\$23		
Building	\$24		
Technology	\$7		
Out District	\$14		(currently \$12/cr hr)
Total Fees		\$68	
Total Tuition & Fees		\$138	
<u>Kansas Resident Outside Neosho County</u>			
<u>(Ottawa) Off Campus</u>			
Tuition		\$70	(currently \$67/cr hr)
Fees			
Incidental	\$23		
Building	\$10		
Technology	\$7		
Out District	\$14		(currently \$12/cr hr)
Total Fees		\$54	
Total Tuition & Fees		\$124	

	Cr Hr	Cr Hr	
<u>Out-of-State Resident (Chanute) On Campus</u>			
Tuition		\$70	(currently \$67/cr hr)
Fees			
Incidental	\$19		
Student Union	\$5		
Technology	\$7		
Out-of-State	\$36		(currently \$34/cr hr)
Total Fees		\$67	
Total Tuition & Fees		\$137	
<u>Out-of-State Resident (Chanute) Off Campus</u>			
Tuition		\$70	(currently \$67/cr hr)
Fees			
Incidental	\$19		
Student Union	\$0		
Technology	\$7		
Out-of-State	\$36		(currently \$34/cr hr)
Total Fees		\$62	
Total Tuition & Fees		\$132	
<u>Out-of-State Resident On Line</u>			
Tuition		\$70	(currently \$67/cr hr)
Fees			
On Line	\$30		
Incidental	\$19		
Student Union	\$0		
Technology	\$7		
Out-of-State	\$36		(currently \$34/cr hr)
Total Fees		\$92	
Total Tuition & Fees		\$162	
<u>Out-of-State Resident (Ottawa) On Campus</u>			
Tuition		\$70	(currently \$67/cr hr)
Fees			
Incidental	\$23		
Building	\$24		
Technology	\$7		
Out-of-State	\$36		(currently \$34/cr hr)
Total Fees		\$90	
Total Tuition & Fees		\$160	
<u>Out-of-State Resident (Ottawa) Off Campus</u>			
Tuition		\$70	(currently \$67/cr hr)
Fees			
Incidental	\$23		
Building	\$10		
Technology	\$7		
Out-of-State	\$36		(currently \$34/cr hr)
Total Fees		\$76	
Total Tuition & Fees		\$146	

	Cr Hr	Cr Hr	
<u>International (Chanute) On Campus</u>			
Tuition		\$143	(currently \$140/cr hr)
Fees			
Incidental	\$23		
Student Union	\$5		
Technology	\$7		
Out-of-US	\$14		(currently \$12/cr hr)
Total Fees		\$49	
Total Tuition & Fees		\$192	
<u>International (Chanute) Off Campus</u>			
Tuition		\$143	(currently \$140/cr hr)
Fees			
Incidental	\$19		
Student Union	\$0		
Technology	\$7		
Out-of-US	\$14		(currently \$12/cr hr)
Total Fees		\$40	
Total Tuition & Fees		\$183	
<u>International On Line</u>			
Tuition		\$143	(currently \$140/cr hr)
Fees			
On Line	\$30		
Incidental	\$19		
Student Union	\$0		
Technology	\$7		
Out-of-US	\$14		(currently \$12/cr hr)
Total Fees		\$70	
Total Tuition & Fees		\$213	
<u>International (Ottawa) On Campus</u>			
Tuition		\$143	(currently \$140/cr hr)
Fees			
Incidental	\$23		
Building	\$24		
Technology	\$7		
Out-of-US	\$14		(currently \$12/cr hr)
Total Fees		\$68	
Total Tuition & Fees		\$211	
<u>International (Ottawa) Off Campus</u>			
Tuition		\$143	(currently \$140/cr hr)
Fees			
Incidental	\$23		
Building	\$10		
Technology	\$7		
Out-of-US	\$14		(currently \$12/cr hr)
Total Fees		\$54	
Total Tuition & Fees		\$197	

<u>Semester Residence Hall Changes Per Semester</u>			
Bideau Double		\$3,050	(currently \$3,000)
Bideau Single		\$3,800	(currently \$3,750)
NeoKan Double		\$3,050	(currently \$3,000)
NeoKan Single		\$3,800	(currently \$3,750)
Annual Residence Hall Application Fee		\$125	
Book Rental Fee Per Credit Hour		\$16	
Transcript Fee		\$7.25	

Resolution 2017-6

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2017-2018 tuition and fee schedule as set out above.

Upon motion by Charles Boaz and second by Dennis Peters the above resolution was approved unanimously.

C. Bids for Fleet Vehicles

The College administration recommended replacing the two fleet vehicles. Sufficient funds are currently available in the Equipment Reserve budgeted for vehicle replacement. Both vehicles are to be housed at the Chanute campus. Bids were solicited from Ranz Motor Co., Inc., Chanute; Shields Motor Co. Inc., Chanute; and Merle Kelly Ford Inc., Chanute.

The following bids were received and opened by Sandi Solander with Ben Smith present:

Merle Kelly Ford, Inc.

2017 Ford Transit Wagon (X2Y) T-350 XLT \$33,998 x 2 units = \$64,646
Less Trade 2012 Ford E350 \$14,000 x 2 units = -28,000
TOTAL 3.7L Ti-VCT V6 engine **\$36,646**

2017 Ford Transit Wagon (X2Y) T-350 XLT \$33,998 x 2 units = \$67,996
Less Trade 2012 Ford E350 \$14,000 x 2 units = -28,000
TOTAL 3.5L EcoBoost V6 engine **\$39,996**

Ranz Motor Co., Inc

2017 Chevrolet Express Passenger 2500 \$26,998 x 2 units = \$53,976
Less Trade 2012 Ford E350 \$12,488 x 2 units = -24,976
TOTAL Vortec 6.0L V8 engine **\$29,000**

It was the president's recommendation that the Board accept the low bid of \$29,000 from Ranz Motor Co., Inc., for two 2017 Chevrolet Express Passenger 2500 vans with trade of two 2012 Ford E350 vans.

Resolution 2017-7

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$29,000 from Ranz Motor Co., Inc., for two 2017 Chevrolet Express Passenger 2500 vans with trade of two 2012 Ford E350 vans.

Upon motion by Charles Boaz and second by Dennis Peters the above resolution was approved unanimously.

D. Revised Expense Allowances Policy (first reading)

It has been some time since the college's travel policy has been examined. Issues have arisen over per diem vs. reimbursed expenses as well as what meals are covered. Also, the current policy uses dollar figures that are set by the Board and often years go by before those figures are updated to current meal costs.

This re-write of the travel policy makes a clear distinction between per diem expenses and reimbursement for meals. It adjusts the times of the meals to a more reasonable timeframe. It also sets the meal amount to the Wichita federal per diem rate effective March 1 each fiscal year. This way, the Board does not need to revisit the rate every time food costs change. The proposed policy has the approval of the Board's attorney and the Executive Committee.

This was a first reading. No action on this proposed policy change will be taken until the next regular meeting of the Board of Trustees.

Expense Allowances

(amended 5/17/99 effective 7/01/99) (revised 3/12/15)

It is the policy of NCCC to reimburse employees for properly documented and submitted reasonable out-of-pocket expenses provided for in this policy while traveling on authorized College assignments or while engaged in authorized College business.

Travel

All travel that will require reimbursement of expenses must be approved in advance in writing by the appropriate Vice President and/or President. Employees traveling in groups should submit an individual travel expense report when practicable. Employees must provide receipts for all expenses except per diem meals. Reimbursable College business related expenses while traveling does not include additional charges for personal items such as movies, laundry service or gym use.

While traveling on authorized College assignments, Employees may choose between receiving per diem payment for meals or being reimbursed for meal expenses with receipt support as provided below. When traveling the employee must choose one method of meal payment, not a combination of methods per trip. No receipts are required for those choosing per diem.

Per Diem Choice

Employees choosing per diem payment for meals will receive the Wichita federal per diem rate effective March 1 each fiscal year. When travel does not involve the entire day the amount will be prorated by the number of meals needed during travel. For each meal needed during travel the employee will receive one-third of the Wichita federal per diem rate.

Meal Receipts

As a guideline for those choosing to be reimbursed for meals or using college credit cards, meal expenses should be kept within the Wichita federal per diem rate when practicable. To be eligible for meal reimbursements an employee's job must require that they be away from their usual place of employment according to the following schedule:

Breakfast – 5:00 a.m. to 10:00 a.m.

Lunch – 10:01 a.m. to 4:00 p.m.

Dinner – 4:01 p.m. to 12:00 a.m.

Employees seeking reimbursement or using a college credit card for meals must provide receipts. Alcohol is not an allowable expense. The receipt should contain the reason for the travel, the meal, and those individuals included on the receipt.

Tips

Reasonable tipping at restaurants and for other services is permissible. Employees should be mindful of restaurant tipping policies, especially when traveling with large groups where tips may be automatically added to the bill. Unless automatically added to the check, employees should not tip more than 20% of the total bill under any circumstance.

Conferences

Employees are not to claim per diem or meal reimbursement for times when meals are provided for by the host or as part of a registration fee. Any other expenses incurred such as between meal snacks, personal phone calls, movies, etc. will not be reimbursed.

Registration Fees – Advance registration fees will be paid directly by the college when requested and approved. Authorized registration fees paid by employees will be reimbursed when requested on the expense report.

Student Travel

Coaches and sponsors may request a college credit card (when available), cash advance, or reimbursement or any combination thereof. The per diem rate may be less than the Wichita federal meal rate at the discretion of the coach or sponsor in consultation with their supervisor. Receipts are required unless the per diem method is chosen.

If students receive meal money individually the per diem method requires a roster with each student listed that received meal money and the amount they received signed by the student recipient.

Procedure

Employees shall submit written claims for reimbursement within six (6) business days from the date of the claim accrued or the date of return from authorized travel, whichever is later. Claims shall be on forms provided by the College and all required receipts and itemization shall be submitted. Expenses that are not College business related or are deemed inappropriate as determined by the Chief Financial Officer of the College will be disallowed.

E. Revised FMLA Policy (first reading)

The College adheres to the Federal Family Medical Leave Act (FMLA) which allows employees to be absent from work for extended time for a variety of medical and personal issues as authorized by law. The law allows an employer to receive updates from the employee on leave as to their status and their intent to return to work. This proposed addition to the Board's FMLA policy requires the employee to update the College on a regular basis every 30 days of the leave. It adds a new section "g" below. This had been approved by the Board's attorney.

This was a first reading. No action on this proposed policy change will be taken until the next regular meeting of the Board of Trustees.

9. Family and Medical Leave* (revised 6/9/16)

College employees shall be provided family and medical leave as required by current federal law and regulation. A copy of this plan for providing leave under this policy shall be kept at each campus and will be made available to all employees at the beginning of each school year.

Family and medical leave as required by federal law shall be granted for a period of not more than twelve (12 weeks) during a twelve (12) month period. For purposes of this policy, a 12) month period is measured forward from the date the employee's first FMLA leave begins.

Leave for the birth of a child of an employee and to care for said child, or the placement of a child with the employee for adoption or foster care must be taken within twelve (12) months of birth or placement.

Spouses who are both employed by the college may only take an aggregate of twelve (12) weeks of leave for the birth or adoption of a child or to care for an employee's immediate family (defined as spouse, children, parents, or family member residing with the employee) because of a serious health condition.

*Covered by PEA Negotiated Agreement.

a. Paid Leave/Unpaid Leave

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available or accrued, the paid leave shall be used first and counted toward the annual family and medical leave unless the employee elects to take a salary reduction for part or all of the above. The President will notify the employee prior to or during the leave period whether or not the leave has been designated as paid family and medical leave.

b. Eligibility

The employee is eligible for family and medical leave upon completion of 12 months of service in the college when employed at least 1,250 hours during the preceding year.

c. Group Health Benefits

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and President may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

d. Notice

When leave is foreseeable, the employee shall give written notice thirty (30) days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

- (1) The reasons that leave will count as family and medical leave,
- (2) Any requirements for medical certification,
- (3) Employer requirement of substituting paid leave, and employees option to take a salary reduction,
- (4) Requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- (5) Right to be restored to same or equivalent job,
- (6) Any employer required fitness-for-duty certifications.

The college may require, at its expense, the opinion of a second health care provider designated and approved by the college. If first and second opinions conflict, the college may obtain a third opinion from a provider jointly approved and paid by the college and the employee. A third opinion is final and binding.

e. Intermittent Use

Family leave may not be used intermittently or on a part-time basis without the prior approval of the President. Serious health condition leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, the college may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position is equivalent pay and benefits.

f. End of Semester

The President may require the employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, the President may require the employee to continue leave until the end of a semester, if:

- (1) The leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
- (2) The leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

g. Keep College Updated

During the period of any family and medical leave, the employee must provide the Director of Human Resources with periodic reports, at least every 30 days, regarding the employee's status and the employee's intent to return to work. In addition, the Director of Human Resources may request that the employee provide recertification of a serious health condition at intervals according to FMLA rules.

F. Executive Session: Security

On motion by Dennis Peters and second by Kevin Berthot the Board recessed into executive session for 10 minutes for matters relating to the security of a public body or agency, public building or facility or the information system of a public body or agency, as the discussion of such matters at an open meeting would jeopardize the security of such public body, agency, building, facility or information system and to include the President, Vice President for Student Learning, Vice President for Operations, Chief Financial Officer, and the college attorney.

The Board entered executive session at 6:54 pm and returned to open meeting at 7:04 pm. No action was taken.

G. Executive Session: Employer/Employee Negotiations

On motion by Dennis Peters and second by Charles Boaz the Board recess into executive session for 10 minutes to discuss matters relating to employer/employee negotiations and to include the President, Vice President for Student Learning, Vice President for Operations, Chief Financial Officer, and the college attorney.

The Board entered executive session at 7:05 pm and returned to open meeting at 7:15 pm. On motion and second the Board entered into executive session for an additional 5 minutes at 7:16 pm and returned to open meeting at 7:21 pm. No action was taken.

IX. ADJOURNMENT

On motion by Dennis Peters and second by Charles Boaz the meeting adjourned at 7:23 pm.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk

Faculty Senate Board Report

February 2017

Mark Eldridge-

Kevin and I are pleased to report the progress of our esteemed students' progress with their HIA Project - researching and beginning their community and campus-based meetings to spread awareness and respond to sex trafficking issues in Douglas and Franklin Counties this past month, and will continue to do so on into January.

Rita Drybread-

The Phi Theta Kappa Omega Iota chapter located on the Chanute Campus recently completed an Honors In Action (HIA) project that focused on the need to have a food pantry on our campus as well as support local food pantries.

Thursday, February 16th we will be attending the annual All Kansas Luncheon in Topeka. Zoie Stewart and Jennifer Barnett have been named to the All Kansas Team from the Chanute Campus.

Jennifer Cain-

As a marketing strategy to combat low enrollment, we hired a videographer to highlight our program at NCCC. Here's a link to the video which just was released yesterday! Feel free to share it with the board, as well as any social media outlets. Anyone may use this link!

<https://www.youtube.com/watch?v=3qLhoJw9P5o&feature=youtu.be>

Regional Science Fair – The science fair will be held Saturday, February 18th at our Ottawa campus. Eric Rowe is leading this effort.

Dr. Yuza – The state science fair will be held on March 31st in Wichita.

The Yuza Scholarship is a \$500 Scholarship available to high school seniors wishing to attend Neosho County Community College.

Submission of application and selection by KSSEF Committee is required to receive the scholarship.

The Yuza Scholarship criteria are listed below:

- Student must be a high school senior
- Present and compete in the 2017 Kansas State Science & Engineering Fair
- Project must cover a STEM topic/concept
- Recipient must attend Neosho County Community College at one of the following locations:
 - Chanute campus
 - Ottawa Campus
 - online

Mindy Ayers-

Honors Program – we are up and going for this semester, students are finalizing contracts for the spring

Education Program – in the process of scheduling a trip to PSU

History Club – Will be going to the Brown V Board museum in Topeka on the 21st of Feb

#Adulting – “What Not To Wear” session – discussing how to dress for success for job interviews

II. Technology Services *(submitted by Kerry Ranabargar)*

A. Chanute Campus

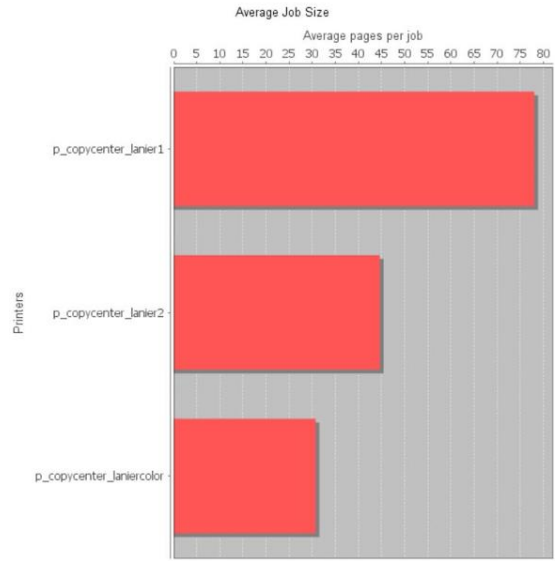
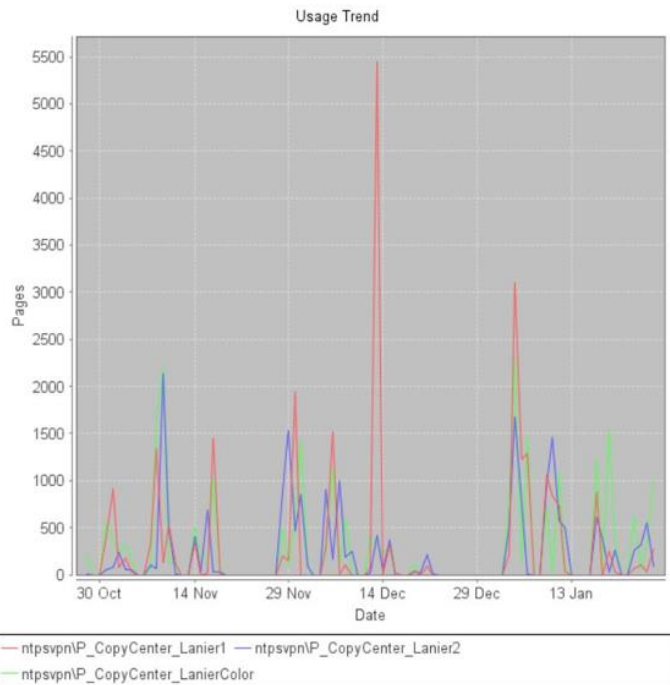
- a. **Residence Hall Wireless** – After continued complaints with wireless coverage in the residence halls we consulted an outside firm to do a comprehensive wireless signal survey in each building and make recommendations on what we could do to alleviate this issue. It's been an on-going problem for the last couple of years as wireless has proliferated to be the main form of connectivity for our residents. After consultation it was determined that we should install a smaller access point in every room, rather than using the larger high capacity units in the hallways. We completed this installation over Thanksgiving break and it has been tremendously well received. Complaints have plummeted and everyone we have surveyed about their issues has been very happy with the performance of the new equipment.
- b. **Cafeteria Point of Sale System** – The previous system that was utilized for several years became obsolete and required replacement. We surveyed several other institutions who utilized Great Western Dining for cafeteria services to see what they were using and how it worked for them. After some discussion it was decided that the product from Food Service Solutions would be the best fit. The new product ties into our ID card system so that we don't have to manually enter accounts as well as shows a picture of the cardholder when their ID is scanned. Two important features requested to enhance manageability and eliminate fraudulent transactions that have been issues from time to time.
- c. **Lab Replacements** – We replaced the instructor computers in each of our classrooms on both campuses as many were aging. Also we replaced desktop computers with new machines in 333 lab.
- d. **VMWare Server** – We replaced an aging server in the cluster of (3) that are utilized for hosting the virtual machine applications. We will be replacing the other two in the 17-18 fiscal year.

B. Ottawa Campus – We replaced the existing content filter in Ottawa with the newer version that is currently utilized in Chanute. It gives us expanded capability and throughput. We are also in the process of installing an IP radio controller at that location which will allow us to utilize the radios between campuses.

C. Online – We installed a major Inside NC Upgrade upon the completion of the fall semester which provided some additional functionality and security updates. We also continue to work with Jenzabar to finalize the development of the custom assessment module. Also, we completed the installation of the High Definition (HD) cameras and dedicated streaming servers at both softball and baseball facilities which will allow us to stream in full HD this spring.

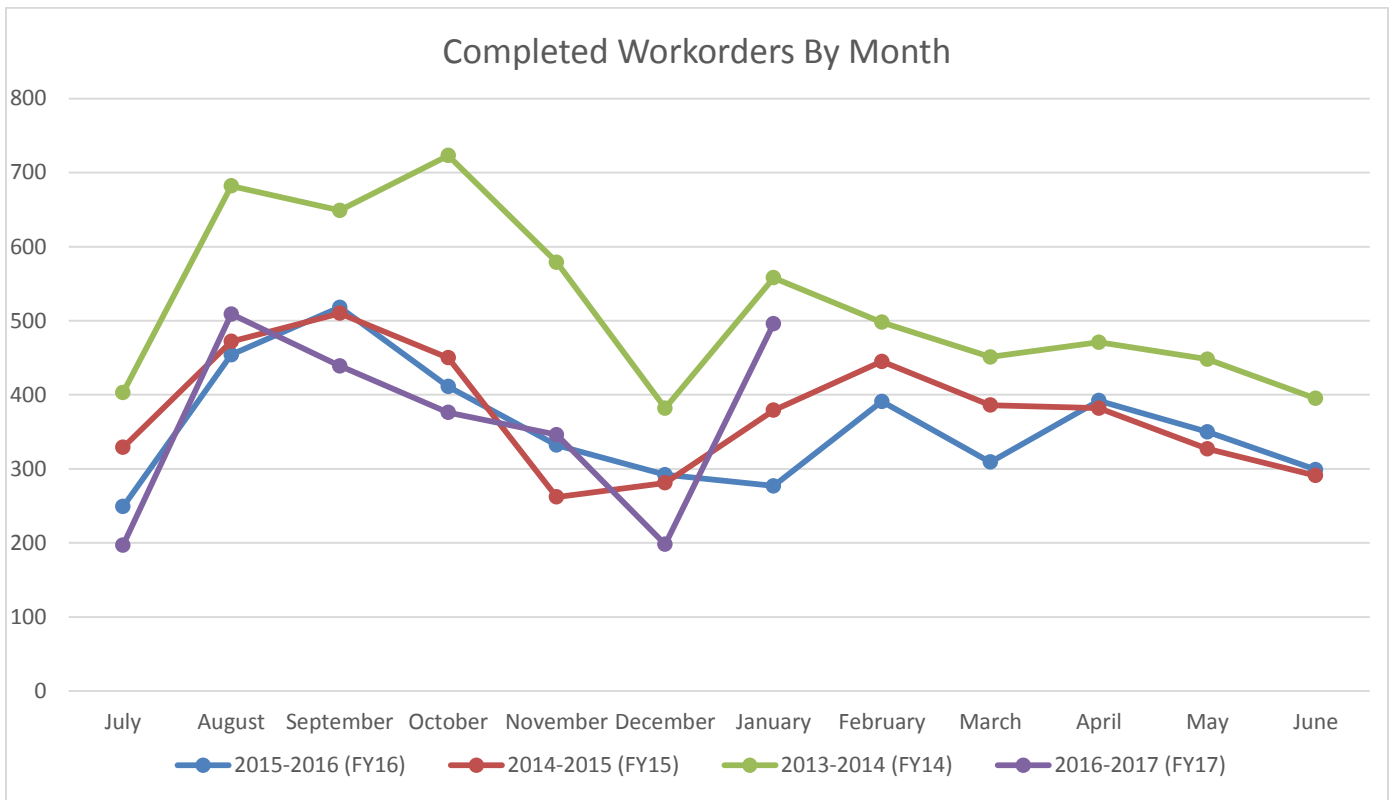
D. Switchboard – Mary continues to stay busy printing ID cards and answering the phones. She has processed 453 cards this fall. In addition she has been helping make appointments for the advising office and has assisted with Panther enrollment days as needed.

E. Office Support Services – Copy center volume has remained steady this year. As you can see from the chart below there is fairly heavy usage of each of the machines in that area. In addition Gloria and Traci have been keeping up with new mailing regulations and policies and keep us stocked with many regularly used office supplies.



F. Safety and Security – We completed the installation of access control at Hudson Field (4 Readers) and the Softball facility (6 Readers). We also converted our existing Bosch system over to the Lenel On-Guard product with a licensing change as Bosch no longer sells or supports the previously purchased product. In addition, we completed the installation of 17 new High Definition IP cameras at the following locations: Hudson Field (6), Stoltz Hall (3), Sanders Hall (2), Rowland Hall (1), Parking Lot 4 (3), CLC/CAVE (2). The fire alarm replacement in the Gym was also completed over winter break.

G. Help Desk & Maintenance – Our technicians continue to stay busy as you can see by the charts below. After the normal steady decline through the fall month’s activity has picked right back up with the start of the spring semester.



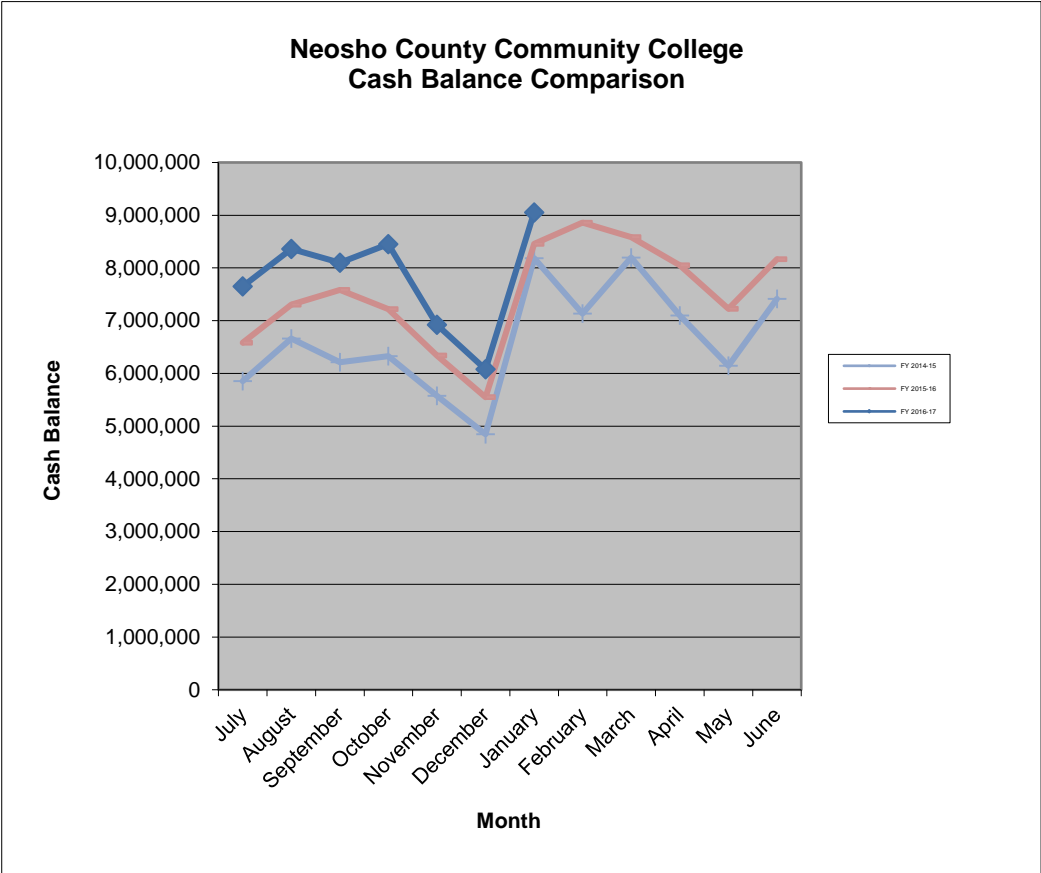
TREASURER'S MONTHLY FINANCIAL STATEMENT
NEOSHO COUNTY COMMUNITY COLLEGE
For the Period January 1, 2017 to January 31, 2017

FUND	FUND DESCRIPTION	BEGINNING BALANCE 12/31/2016	RECEIPTS JANUARY	JOURNAL ENTRIES JANUARY	DISBURSEMENTS JANUARY	ENDING BALANCE 1/31/2017
02	Postsecondary Technical Education Reserve	73,148.13	13,622.67	0.00	0.00	86,770.80
07	Petty Cash Fund	1,074.21	0.00	0.00	0.00	1,074.21
08	General Fund Deferred Maintenance	101,380.00	0.00	0.00	0.00	101,380.00
09	General Fund Equipment Reserve	243,475.28	0.00	3,627.60	0.00	247,102.88
10	General Fund Unencumbered Fund Balance	2,300,000.00	0.00	0.00	0.00	2,300,000.00
11	General Fund	-694,090.34	3,069,299.45	1,655.93	-740,378.31	1,636,486.73
12	Postsecondary Technical Education Fund	434,244.07	823,620.29	-4,152.37	-233,808.18	1,019,903.81
13	Adult Basic Education Fund	5,145.08	135,143.93	-11.48	-47,680.32	92,597.21
14	Adult Supplementary Education Fund	41,494.09	0.00	0.00	-6,378.41	35,115.68
16	Residence Hall/Student Union Fund	2,056,918.37	110,831.14	-22.35	-39,327.14	2,128,400.02
17	Bookstore Fund	638,757.48	127,868.64	-673.92	-67,652.93	698,299.27
21	College Workstudy Fund	0.00	0.00	0.00	0.00	0.00
22	SEOG Grant Fund	0.00	0.00	0.00	0.00	0.00
24	Pell Grant Fund	402.00	-6,496.00	0.00	3,330.00	-2,764.00
25	Student Loans Fund	0.00	7,735.00	0.00	-7,735.00	0.00
32	Grant Funds	-4,798.68	39,235.23	-406.91	-104,824.69	-70,795.05
51	Library Bequest Fund	1,029.96	0.00	0.00	0.00	1,029.96
52	Snyder Chapel Fund	205.64	0.00	0.00	0.00	205.64
65	Student Union Revenue Bond Reserve	69,707.53	0.00	0.00	0.00	69,707.53
70	Agency Funds	773,495.26	306,795.35	-16.50	-22,815.73	1,057,458.38
90	Payroll Clearing Fund	0.00	0.00	0.00	-346,992.72	-346,992.72
	TOTALS	\$6,041,588.08	\$4,627,655.70	\$0.00	-\$1,614,263.43	\$9,054,980.35
	Checking Accounts					\$6,982,818.24
	Investments					\$2,070,562.11
	Cash on Hand					\$1,600.00
	Total					\$9,054,980.35

Neosho County Community College

Financial Composite Index

	<u>Composite</u>	
	<u>Financial Index</u>	
<u>Year</u>	<u>(CFI)</u>	<u>Comments</u>
2004	1.7	
2005	0.8	Energy Performance Contract
2006	1.7	
2007	4.3	
2008	2.3	
2009	2.3	
2010	4.3	
2011	0.9	New Ottawa Campus Construction
2012	1.46	
2013	1.64	
2014	2.95	
2015	1.12	
2016	3.34	
	<u>Composite</u>	<u>Higher Learning Commission Financial</u>
<u>Zones</u>	<u>Index Range</u>	<u>Panel Review</u>
Above the Zone	1.1 to 10.0	No Review
In the Zone	0 to 1.0	Review if flagged 2 or more consecutive years
Below the Zone	-1.0 to -0.1	Review and request additional financial documents



PRESIDENT'S REPORT

2/14/17

DR. BRIAN INBODY

Trustees,

Thank you for your continued support of this institution. Thanks also to any significant others who may be missing you on Valentine's Day. I'm sure you would rather be with them tonight.

Here are a few items of interest for this month.

ENROLLMENT

Enrollment looks great right now, up almost 11% over this time last year! Every area of the College is up across the board, which we have not seen in a while.

SPRING SEMESTER 2017

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2015	50	2-14-16	2437	16978	
TOTAL	2016	50	2-14-17	2685	18832	10.92
CHANUTE	2015	50	2-14-16	547	4879	
CHANUTE	2016	50	2-14-17	603	5518	13.10%
OTTAWA	2015	50	2-14-16	480	3972	
OTTAWA	2016	50	2-14-17	499	3994	.55%
ONL	2015	50	2-14-16	870	4861	
ONL	2016	50	2-14-17	990	5566	14.50%
ODO	2015	50	2-14-16	283	1608	
ODO	2016	50	2-14-17	303	1836	14.18%
IDO	2015	50	2-14-16	257	1658	
IDO	2016	50	2-14-17	287	1918	15.68%

This puts the college up nearly 5% for the year over this time last year in terms of credit hour production. I was expecting a 3% reduction in enrollment this year due to past years' decline as the economy improved. But it looks like I missed that prediction this time, happily so!

COMMUNITY SPORTS COMPLEX – TRUSTEE VOLUNTEER?

The Community Sports Complex houses not only Chanute Public School events but also community events and our track and soccer teams. The NCCC Foundation provided support for the Complex at its inception.

We have an MOU that has been in place for over 10 years now and it's time to review that agreement in light of recent large expenditures at the Complex, including the turf replacement. Leadership from USD413, the NCCC Foundation, and College administration are putting together a meeting to discuss the Complex and the MOU. Would any of you like to attend that meeting? I will be there as will Mike and Claudia, as well as two members of the Foundation Board.

STATE LEGISLATURE

The bill to cut 5% from the USDs and 3% from higher education (plus many other programs) in order to balance the FY17 budget did NOT come up for a vote in the Senate. Just yesterday the House approved a bill that essentially borrows \$314 million from the Pooled Money Investment Board, a temporary fund (that also funds part of KPERS). This is part of the Governor's plan to complete the year. If this plan goes through we will not get an additional cut for FY17. The Board may recall that we have already taken a 4% cut this year at the beginning of FY17.

I will update this information at the meeting as this is a fast moving story.


INTERNATIONAL STUDENTS AT NCCC

We love International students at NCCC! They bring such cultural diversity to our college and contribute in so many ways. Many of our Kansans have never left the state very often, much less the county and international students help bring the world to Chanute and Ottawa. International students add a great deal to class discussions and often give presentations on their home countries to our students, which provides some excellent out of class learning. They go back to their home countries with a much better understanding of what "real" Americans are like, not the way we are often represented in media, both foreign and domestic.

The International Club also helps with community support helping with food drives, Chanute community events and puts on a WONDERFUL dinner at the end of the academic year featuring foods from home countries.

And, they contribute financially to the college. Below is a flyer on the economic impact of International students in Kansas. You'll see that NCCC made the list twice, for Chanute and Ottawa. If you add the campuses, we are 19th in the state for economic impact of international students, outpacing colleges and universities much larger than we are in total students.

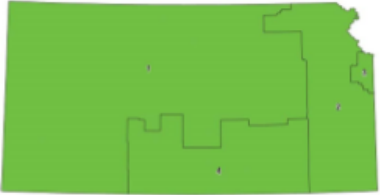
Thanks to Sarah Cadwallader, our Director of International Student Services, for helping to have this impact! She got lots of help from Ottawa, too. Kyle Bures and Sally Sudja helped out a lot with advising needs, and Tristan Jones and Paulette Parriott have been collecting documents and forwarding those to Sarah. Marcy Dix helps filter questions when needed.



KANSAS

Benefits from International Students

FINANCIAL CONTRIBUTION	\$247.2 million
JOBS SUPPORTED	2,516
INTERNATIONAL STUDENTS ENROLLED	10,351



TOP HIGHER EDUCATION INSTITUTIONS (DOLLARS AND JOBS)

1 University of Kansas, Lawrence \$68.9 million supporting 886 jobs	6 Central Baptist Theological Seminary, Shawnee \$7.6 million supporting 44 jobs
2 Kansas State University, Manhattan \$57.8 million supporting 744 jobs	7 Washburn University, Topeka \$7.2 million supporting 40 jobs
3 Wichita State University, Wichita \$36.8 million supporting 407 jobs	8 Fort Hays State University, Hays \$7.2 million supporting 40 jobs
4 Emporia State University, Emporia \$15.2 million supporting 87 jobs	9 Johnson County Community College, Overland Park \$5.0 million supporting 28 jobs
5 Pittsburg State University, Pittsburg \$13.7 million supporting 78 jobs	10 Southwestern College, Winfield \$4.9 million supporting 28 jobs

THE NATIONAL BENEFITS BEYOND KANSAS

International students studying at U.S. colleges and universities contribute **\$32.8 billion** and support **400,812 jobs** to the U.S. economy.* **For every seven international students enrolled, three U.S. jobs are created** and supported by spending occurring in the higher education, accommodation, dining, retail, transportation, telecommunications and health insurance sectors.

The economic contributions of international students are in addition to the immeasurable academic and cultural value these students bring to our campuses and local communities. For a more detailed analysis, access NAFSA's *International Student Economic Value Tool* at nafsa.org/economicvalue.

CONTACT
 Rachel Banks
 Director, Public Policy
 202.737.3699 x 2556
rachelb@nafsa.org

For a more detailed analysis, access NAFA's *International Student Economic Value Tool* at nafsa.org/economicvalue.

RANK	INSTITUTION	DOLLARS	JOBS
1	University of Kansas, Lawrence	\$68.9 million	886
2	Kansas State University, Manhattan	\$57.8 million	744
3	Wichita State University, Wichita	\$36.8 million	407
4	Emporia State University, Emporia	\$15.2 million	87
5	Pittsburg State University, Pittsburg	\$13.7 million	78
6	Central Baptist Theological Seminary, Shawnee	\$7.6 million	44
7	Washburn University, Topeka	\$7.2 million	40
8	Fort Hays State University, Hays	\$7.2 million	40
9	Johnson County Community College, Overland Park	\$5.0 million	28
10	Southwestern College, Winfield	\$4.9 million	28
11	University of Kansas Medical Center, Kansas City	\$3.3 million	19
12	Newman University, Wichita	\$3.1 million	18
13	Friends University, Wichita	\$2.8 million	16
14	Butler Community College, El Dorado	\$2.6 million	15
15	Hesston College, Hesston	\$1.7 million	10
16	Benedictine College, Atchison	\$1.7 million	10
17	Bethany College, Lindsborg	\$1.4 million	8
18	Baker University, Baldwin City	\$943,928	5
19	Tabor College, Hillsboro	\$662,211	4
20	Coffeyville Community College, Coffeyville	\$612,066	3
21	Barton County Community College, Great Bend	\$522,519	3
22	Neosho County Community College - Ottawa, Ottawa	\$476,485	3
23	Cowley College, Arkansas City	\$445,869	2
24	Ottawa University - Ottawa Campus, Ottawa	\$402,457	2
25	Garden City Community College, Garden City	\$370,483	2
26	Hutchinson Community College, Hutchinson	\$334,546	2
27	Sterling College, Sterling	\$312,296	2
28	Labette Community College, Parsons	\$300,294	2
29	Neosho County Community College, Chanute	\$274,113	1
30	Central Christian College, McPherson	\$272,985	2
31	Allen County Community College, Burlingame	\$194,554	1
32	Donnelly College, Kansas City	\$149,883	1
33	Ottawa University - Kansas City Campus, Overland Park	\$146,309	1

PROJECTS

MORE BROKEN PIPES

The intense cold we had a month ago broke a number of pipes on campus including in the residence hall and in Stoltz Hall. While getting the softball field ready for competition, we found additional pipes that now need replaced in the bathrooms. Repair will cost \$2,000-\$3,000. We will have bathrooms available for the first game.

FOUNTAIN

Ben, Kyle and the team are still gathering the donated rocks. Many have arrived and are setting on our property waiting to be set. In March you should start seeing the rocks being placed. Completion is still planned somewhere around graduation, weather permitting.

FOUNDATION OFFICE

The NCCC Foundation office will be moving to Rowland Hall soon to some empty space there. The Foundation board voted to help pay for the majority of the office renovation. That would should start in late spring and may be complete by the start of summer.

PRESIDENT'S OFFICE

After the Foundation office is complete, the team should start working on renovating the President's office. This will be a "back to studs" renovation to replace the HVAC system, which is original to the building, and reconfigure the space without the Foundation offices. The work should be done over the summer and complete by August. Denise and I will try to find some temporary space on campus somewhere. I plan on reenacting the printer execution scene from the movie "Office Space" with regard to my current unit ventilator.

BOOKSTORE

Over spring break flooring will be installed in the Chanute Campus Bookstore. The flooring will match the floor in Penner Lounge. Additionally, a revamp counter will be added this semester too. The HVAC system was replaced earlier this year.

CHANUTE PARKING LOTS

Thanks to a very generous donation from the Sunderland Foundation, NCCC will be resurfacing all of our Chanute parking lots over the summer. Ben is working up the bid specs now and we should bring those bids to the March Board meeting.

As you can see it will be a busy rest of the academic year and summer!

JAYHAWK CONFERENCE

The Presidents met at El Dorado last week and continued a discussion on scholarship limitations within the Jayhawk Conference (also known as KJCCC). Currently the Conference limits scholarships for athletes to tuition and books alone. The discussion centered on if we should repeal that limitation and just go with the NJCAA limits. For Division II sports, that's tuition, books and fees. Volleyball and Softball at NCCC are D-II. D-I limits for NJCAA include all from D-II and adds living expenses (room and board) as well as one trip to and from college per year for the student athlete. All other sports at NCCC are D-I.

We did NOT take a vote. We will do that in April. No matter the outcome of the vote I am NOT recommending that we spend more on athletic scholarships than we spend now. However, we

may move money around and give some students larger scholarships than others. Instead of giving undefined "tuition and books" scholarships, I'll be recommending that we give dollar-figure scholarships to student athletes. This will greatly help the business office in getting the bills out at an earlier stage.

Whatever is passed will not take effect until FY19 (fall of 2018).

Additionally we discussed having a new member in the Jayhawk Conference. Northwest Tech will be presenting to the group in March about the possibility of joining. Hesston is also interested in joining, but they may not be ready to present in March. They are in the middle of a presidential search. These new additions will mean changes in some schedules, especially the basketball schedule. We might see more of an East/West alignment or some other breakdown of the conference instead of the current 26 game conference schedule. But, again, this would not be until fall 2018.

NORTHERN USDS AND CONCURRENT ENROLLMENT

With our smaller school districts in our northern service area we are challenged in several ways. First, with the new HLC Instructor Qualifications it is more difficult to find a qualified instructor who is currently on staff at a particular high school. Secondly, the size of the USD is an issue in that with fewer students it is difficult to add many classes given the Board policy of having eight in a fully paid class. Lastly, on campus enrollment for daytime classes at Ottawa have been declining as more and more nontraditional students prefer online classes to face-to-face. This provides the opportunity of some empty seats in some classes.

In an effort to address all of these issues we are working on an agreement with area USDs to bring students to the Ottawa Campus for concurrent enrollment. We have offered a full four semester schedule of general education and CTE classes at the campus. A student could take up to 15 credit hours a semester if they are so inclined, making it possible to graduate with an Associate's Degree at or near the time they complete their high school diploma.

As we will not have additional instructor costs offering these classes separately at each high school we can lower the cost for these concurrent students and still maintain the financial support NCCC needs. I am recommending \$75 a credit hour for these concurrent students who take these special classes on our campus. That will save the student over \$40 a credit hour (depending if you approve the tuition increase later in the agenda.)

Lastly, concurrent enrollment does a pretty good job of approximating the college experience in a high school setting. This is not an approximation of the college setting, it is the college setting. All of our instructors on campus meet or greatly exceed the HLC requirements currently. The students will be learning alongside our "regular" community college students on a college campus.

We continue to work out the details with the high schools, including schedules and enrollments. We hope to have this up and running in the fall. I have been very pleased with the Ottawa

faculty who have for the most part fully embraced this initiative. I'll keep you informed as we move forward with this plan.

TRAVELS

Pretty short list this month. I fully expect to make a few unannounced trips to Topeka to the State House as need.

- February 15-16 KBOR Meeting and PTK/KACCT meeting Topeka
- March 3 First Friday Ottawa

HAPPY VALENTINE'S DAY!

